MEMO:, To all station members

FROM: The chief engineer

CONCERNING: Remote procedures

I am especially concerned with establishing lines of communication between the person who orders the tel lines (me) and the person who is producing the show and the person who engineers frpm the station and the supes of the day involved. So until further notice, the following is standard procedure when organizing a remote of any kind.

1. Obtain the proper form from ~~either~~ myself, ~~or from Ken Heland~~, or from some to-be-designated spot at the station (probably supe's office)
2. Fill it out properly. The questions shouldn't need any explanation.
3. Place the completed form in the Chief Engineer's box, at least two days prior to the broadcast, and the sooner, the better.
4. Part B will be completed by me, and the form then placed in the box of the day for which the broadcast is scheduled.
5. The supes of the day are then responsible for seeing to it that the station engineer is reminded like a shifter would be, and also for seeing to it that he fills out his ½ share of the form.
6. At the end of the broadcast, the now completed form is returned to the Chief Engineer's box.

WYBC REMOTE BROADCAST

A. to be completed by the producer of show

1. Name of producer
2. Date of broadcast
3. Place of broadcast
4. Date of request
5. Scheduled air time
6. Approximate good-night time
7. Remote engineer
8. Broadcast personnel at remote
9. Special equipment needed

B. to be completed by chief engineer

1. Date line requested from
2. Class line used
3. Rate
4. Station engineer
5. Tel line used
6. Long distance repair number
7. Number for goodnight time

C. to be completed by station engineer

1. Quality of take in

2. Quality of remote and station engineering

3. Technical difficulties

4. Time of good-night call